

Special Programs

Special Employment

Retired Fellows

POLICY:

- .01 The Laboratory encourages technical organizations to support the Laboratory-related professional activities of Fellows who have retired but wish to continue their contributions to the Laboratory. Laboratory organizations hire Retired Fellows to retain expertise, to permit them to complete Laboratory work that was in progress at the time of retirement, or to provide advice or assistance to the organization. The Director may request the services of Retired Fellows to serve on advisory panels or working groups or to provide other requested services.

Authority

- .02 The Science and Technology Base Program Director (PDSTB) has overall responsibility for the Retired Fellows program and provides guidance to sponsoring organizations and program participants on program parameters, including suggested levels of support. The Staffing Group (HR-5 Staff) in the Human Resources Division (HR) administers the program. The sponsoring organization provides administrative support to the Retired Fellow.

Definition

- .03 Fellows are certain Technical Staff Members who have been appointed by the Director to the rank of Fellow in recognition of sustained outstanding contribution and exceptional promise for continued professional achievement. See [AM 004](#), *Definition of Terms*.

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PROCEDURES:

These procedures effective until further notice.

**Background and
Definitions**

- .04 ***Eligibility*** — A former employee is eligible for the Retired Fellows program if he or she
- Held the title of Fellow or Senior Fellow at the time of termination from the Laboratory and
- Is receiving retirement benefits from the Public Employees' Retirement System (PERS) or the University of California Retirement Plan

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(UCRP), formerly the University of California Retirement System (UCRS), or both.

NOTE: The University of California requires that a retiree not be reemployed by the Laboratory until the retiree has actually received the first retirement payment or has had a break in service of at least 90 days, whichever occurs first.

- .05 ***Term of Appointment*** — Retired Fellows may be employed under limited-term appointments of up to 5 years. However, work assignments during this period are dependent on funding and the availability of appropriate projects.
- .06 ***Payroll Classification*** — For payroll purposes, all Retired Fellows are classified as exempt from the overtime provisions of the Fair Labor Standards Act. Retired Fellows are paid a daily rate. See [AM 301](#), *General Payroll Policies*.
- .07 ***Limitations*** — Retired Fellows who are hired as casuals may not be paid for more than 104 workdays in any consecutive 12-month period, calculated on a rolling basis. Managers and Retired Fellows are responsible for monitoring this limit. See [AM 301](#), *General Payroll Policies*.
- .08 The terms of retirement incentives offered by the University of California or the State of California may affect the ability of a retired Fellow to participate in this program. If required by a retirement incentive, additional conditions, including limitations on length of appointment, paid service, or salary, or special approvals, may be imposed on this program.
- .09 Employees may not volunteer in the same area of duties for which they are paid to work. Fellows who have retired and who wish to donate their time to the Laboratory during retirement should return as Laboratory Guests and not in a paid category such as Retired Fellow; see [AM 1203](#), *Guest Scientists*.
- .10 **Rehire** Laboratory organizations that wish to retain the services of a Laboratory Fellow or Senior Fellow

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who has retired may rehire the individual as a Retired Fellow. Advertising is automatically waived for Retired Fellow positions.

- .11 **Salary** — The maximum salary offer is based on 85% of the individual's base salary at the time of termination. Retired Fellows are not eligible for salary increases.
- .12 **New-Hire Physicals** — The new-hire physical examination is waived for Retired Fellows who are hired within 1 year of completing their Laboratory retirement physical.
- .13 **Access Authorization** — Hiring managers may request clearances for Retired Fellows when required.
- .14 **General Employee Training (GET)** — Retirees rehired as Retired Fellows must complete General Employee Training (GET) or have the training waived by "testing out" at the time of hire unless GET was completed at some time before retirement.

SUPPLEMENTAL INFORMATION:

Benefits

- .15 Retired Fellows should contact the HR Compensation & Benefits Group (HR-1 C&B) with questions about contributions to UCRP's defined contribution plan. Retired Fellows are also eligible to participate in the tax-deferred 403(b) savings plan. Retired Fellows retain eligibility for their regular annuitant benefits.

Performance Assessments

- .16 Performance assessments are not required for Retired Fellows.

Travel

- .17 **To and from the Laboratory** — Retired Fellows who move to a residence more than 50 miles from Los Alamos following retirement are eligible for travel and subsistence en route to and from Los Alamos and for lodging and per diem during the time spent in Los Alamos to perform job duties. All travel costs are paid by the sponsoring organization. Even though the Laboratory pays

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travel costs, Retired Fellows are not paid for travel time to and from the Laboratory.

- .18 ***Official Laboratory Travel*** — Retired Fellows who travel on official Laboratory business are reimbursed for travel expenses in accordance with the applicable travel policy.

Renewal and Termination of Appointments

- .19 At the time the initial 5-year appointment expires, the sponsoring organization may renew the appointment in 1-year increments.
- .20 Retired Fellows complete the normal Laboratory termination process when the appointment is not renewed or the Retired Fellow elects to terminate.